Leave/Overtime Request E-mail Notifications

This presentation covers the following:

- [Explanation of generated e-mail notifications](#)
- [Examples of e-mail notifications sent to approvers](#)
- [Examples of e-mail notifications sent to CPOs](#)
- [Examples of e-mail notifications sent to employees](#)
- [Examples of e-mail notifications sent when a request is created on behalf of the employee (special situations)](#)

Note: each agenda item is linked to its position within the presentation. If you would like to skip ahead or review a specific action, click on the links above.

Leave/Overtime Request E-mail Notifications

- For agencies using the online Leave/Overtime Request in I-Time, employees may create, save or submit leave and/or overtime requests for the current pay period and 25 future pay periods. When employees submit their requests, e-mails are generated and sent to the approver of their Time Entry Location (TEL) instructing them to take action. If a TEL has more than one approver, an e-mail will be sent to all of the approvers. Another e-mail is generated and sent to the employee once an approver has taken any kind of action on the leave/overtime request.

- If a TEL does not have at least one approver, all Central Payroll Officers (CPOs) for the agency will be sent the generated e-mail messages for employees in that TEL.

- TEL Reviewers and Time Entry Assistants (TEAs) can also take action on a leave/overtime request. However, they do not get the generated e-mail notifications.

E-mail Notifications: Approver E-mails

Leave/Overtime Request
JOHN KENNEDY-140   to: dsptrmail
Sent by: **System Admin**
Please respond to dsptrmail

A Leave/Overtime Request for JOHN F KENNEDY is awaiting your approval for payperiod 13013 ending 06/08/2013.

VAC 05/30/2013-05/31/2013 08:00 AM - 05:00 PM LUNCH=1

Example of a generated e-mail sent to the approver when the employee submits a leave request.

Leave/Overtime Request
JOHN KENNEDY-140   to: dsptrmail
Sent by: **System Admin**
Please respond to dsptrmail

A Leave/Overtime Request for JOHN F KENNEDY is awaiting your approval for payperiod 13012 ending 05/25/2013.

XXX 05/13/2013-05/13/2013 05:00 PM - 06:00 PM

Example of a generated e-mail sent to the approver when the employee submits an overtime request.

E-mail Notifications: Approver E-mails

Leave/Overtime Request
JOHN KENNEDY-140   to: dsptrmail
Sent by: **System Admin**
Please respond to dsptrmail

Example of a generated e-mail sent to the approver when the employee edits their leave/overtime request.

A Leave/Overtime Request for JOHN F KENNEDY is awaiting your approval for payperiod 13013 ending 06/08/2013.

VAC 05/30/2013-05/31/2013 08:00 AM - 05:00 PM LUNCH=1
VAC 05/29/2013-05/29/2013 08:00 AM - 05:00 PM LUNCH=1

Leave/Overtime Request Deleted
JOHN KENNEDY-140   to: dsptrmail
Sent by: **System Admin**
Please respond to dsptrmail

Example of a generated e-mail sent to the approver when the employee deletes their leave/overtime request.

A Leave/Overtime Request for JOHN F KENNEDY has been deleted for payperiod 13013 ending 06/08/2013.

VAC 05/30/2013-05/31/2013 08:00 AM - 05:00 PM LUNCH=1
VAC 05/29/2013-05/29/2013 08:00 AM - 05:00 PM LUNCH=1

E-mail Notifications: Approver E-mails

Leave/Overtime Request
GERALD FORD-140   to: dsptrmail
Sent by: **System Admin**
Please respond to dsptrmail

Example of a generated e-mail sent to the approver when the approver has edited a leave/overtime request.

A Leave/Overtime Request for JOHN F KENNEDY is awaiting your approval for payperiod 13011 ending 05/11/2013.

FMS 05/09/2013-05/10/2013 08:00 AM - 05:00 PM LUNCH=1

Immediate Action Required
BARACK OBAMA-140   to: dsptrmail
Sent by: **System Admin**
Please respond to dsptrmail

Example of a generated e-mail sent to the approver when the employee tries to submit their time sheet and the leave/overtime request has not been approved.

Action on Leave/Overtime request for BARACK B OBAMA
(05/12/2013 - 05/25/2013) needs to be taken immediately. Thank you.

E-mail Notifications:
CPO E-mails

Example of a generated e-mail sent to the agency CPOs (there are no approvers in the TEL) when an employee has submitted the leave/overtime request.

Leave/Overtime Request Pending
BRIAN TAXUS-523   to: dsptrmail
Sent by: System Admin
Please respond to dsptrmail

A Leave/Overtime Request for BRIAN B TAXUS has been submitted for payperiod 13012 ending 05/25/2013. There are no approvers in TEL so leave request is awaiting your approval.

VAC 05/24/2013-05/24/2013 08:00 AM - 05:00 PM LUNCH=1

Example of a generated e-mail sent to the agency CPOs (there are no approvers in the TEL) when the employee tries to submit their time sheet and the leave/overtime request has not been approved.

Immediate Action Required
BRIAN TAXUS-523   to: dsptrmail
Sent by: System Admin
Please respond to dsptrmail

Action on Leave/Overtime request for BRIAN B TAXUS (05/12/2013 - 05/25/2013) needs to be taken immediately. Thank you.

E-mail Notifications: Employee E-mails

Leave/Overtime Request Approved
GERALD FORD-140   to: dsptrmail
Sent by: **System Admin**
Please respond to dsptrmail

Example of a generated e-mail sent to the employee when the leave/overtime request is approved.

A Leave/Overtime Request for JOHN F KENNEDY has been approved by GERALD FORD-140 for payperiod 13012 ending 05/25/2013.

XXX 05/13/2013-05/13/2013 05:00 PM - 06:00 PM

Leave/Overtime Request Denied
GERALD FORD-140   to: dsptrmail
Sent by: **System Admin**
Please respond to dsptrmail

Example of a generated e-mail sent to the employee when the leave/overtime request is denied.

A Leave/Overtime Request for JOHN F KENNEDY has been denied for payperiod 13011 ending 05/11/2013.

FMS 05/09/2013-05/10/2013 08:00 AM - 05:00 PM LUNCH=1

E-mail Notifications: Employee E-mails

Leave/Overtime Request Deleted
GERALD FORD-140   to: dsptrmail
Sent by: **System Admin**
Please respond to dsptrmail

Example of a generated e-mail sent to the employee when the leave/overtime request is deleted.

A Leave/Overtime Request for J JAMES POLK has been deleted for payperiod 13006 ending 03/02/2013.

VAC 02/21/2013-02/22/2013 08:00 AM - 05:00 PM LUNCH=1
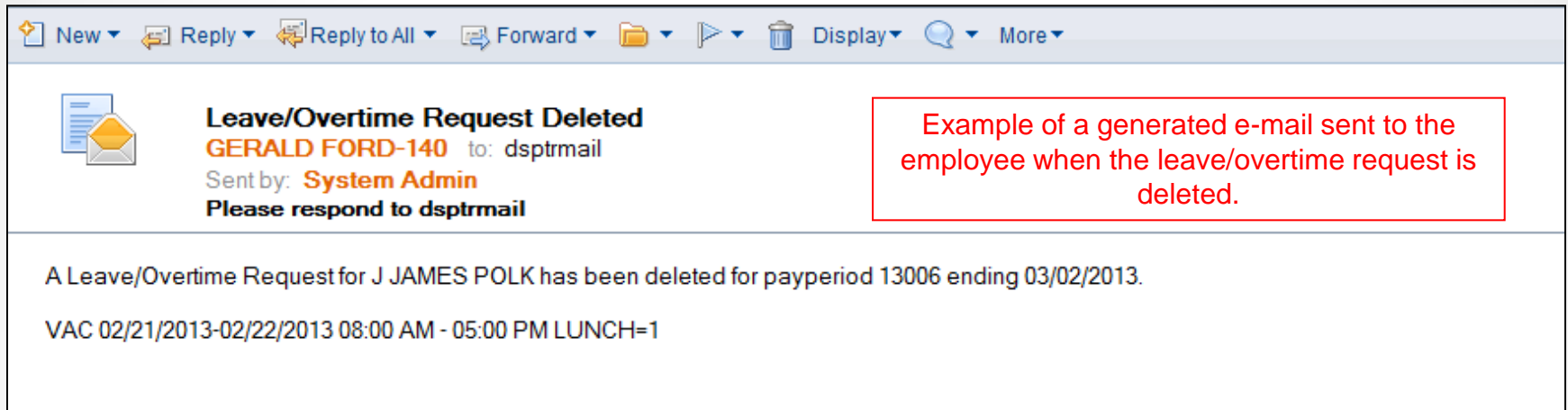
E-mail Notifications: Special Situations

New ▾   Reply ▾   Reply to All ▾   Forward ▾   📁 ▾   ⊳ ▾   🗑 Display ▾   🔍 ▾   More ▾

Leave/Overtime Request
HERBERT HOOVER-140   to: dsptrmail
Sent by: **System Admin**
Please respond to dsptrmail

If a leave/overtime request is created on behalf of an employee, an e-mail message will be sent to the approver. However, in this case, the e-mail message will come from the originator of the request instead of the employee.

A Leave/Overtime Request for LYNDON L JOHNSON is awaiting your approval for payperiod 13007 ending 03/16/2013.

VAC 03/04/2013-03/04/2013 08:00 AM - 05:00 PM LUNCH=1

New ▾   Reply ▾   Reply to All ▾   Forward ▾   📁 ▾   ⊳ ▾   🗑 Display ▾   🔍 ▾   More ▾

Leave/Overtime Request Approved
HERBERT HOOVER-140   to: dsptrmail
Sent by: **System Admin**
Please respond to dsptrmail

If a leave/overtime request is created on behalf of an employee and then approved/disapproved/deleted, an e-mail message is sent to the originator of the request instead of the employee.

A Leave/Overtime Request for LYNDON L JOHNSON has been approved by HERBERT HOOVER-140 for payperiod 13007 ending 03/16/2013.

VAC 03/04/2013-03/05/2013 08:00 AM - 05:00 PM LUNCH=1

Thank You for Participating!

If you have additional questions that were not included in this online session, please utilize the following options:

- Access the help button in I-Time

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